

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL

October 12, 2005

3 PAGES

Title:	Human Services Specialist	Position No.:	10174
Internal Title:	Sign Language Interpreter	Pay Grade:	13
Division:	Disability Services	Union:	Undetermined
Location:	Montana Developmental Center Boulder, MT	Starting Date:	As soon as possible
Status:	Permanent/Full-time	Supplement:	No
Salary:	\$26,874 - 32,537 annually depending on qualifications		

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632. Position will remain open until filled. Applications may be faxed to 406-225-4414 (original application materials including original signatures must follow immediately).

SPECIAL INFORMATION: Shift and days off will vary depending on the needs of the clients.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Tom Dolan, Personnel Officer at (406) 225-4484. TDD (Telephone Device for the Deaf) users may call 444-2590 for assistance.

TYPICAL DUTIES:

Under the direction of the Client Services Director and Speech Pathologist this position is responsible to interpret in American Sign Language for one or more Developmentally Disabled persons.

ESSENTIAL JOB FUNCTIONS:

To provide interpreting services for deaf and verbally impaired developmentally disabled person by translating written, oral, or sign language information into sign language the client will understand by:

- A. Checking original tests or confer with authors to ensure that translations retain the content and meaning and feeling of the original material.
- B. Checking translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- C. Compiling terminology and information to be used in translations, including technical terms such as those for legal or medical material.
- D. Discussing translation requirements with client utilizing sign language.
- E. Listening and watch speakers statement to determine meaning and prepare translation.

AN EQUAL OPPORTUNITY EMPLOYER

ESSENTIAL JOB FUNCTIONS: - continued

- F. Reading written materials such as legal documents, magazines, books or news reports and be prepared to discriminate and discuss with Client.
- G. Referring to reference materials such as dictionaries, lexicons, and computerized terminology banks as necessary to ensure translation accuracy.
- H. Translating messages simultaneously or consecutively into sign language by using hand signs, maintaining message content, context and style as much as possible.
- I. Adapting translations to Clients' cognitive and grade levels collaborating with team members as necessary.
- J. Provide training to staff in American Sign Language, deafness and deaf culture when requested.
- K. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- L. Complies with HIPAA guidelines for Level 3 information - is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Knowledge of the structure and content of the English Language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of the signs and gestures required to use American Sign Language; Extensive knowledge and understanding of deafness, the deaf community, and/or Deaf culture.

Skills: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate; Speaking and talking to others to convey information effectively; Understanding written sentences and paragraphs in work related documents; Communicating effectively in writing as appropriate for the needs of the audience.

Abilities: Ability to listen and to understand information and ideas presented through spoken words and sentences; To communicate information and ideas fluently in American Sign Language; To read and understand information and ideas presented in writing; To speak clearly so others can understand you. To remember information such as signs, numbers, words, pictures and procedures; To concentrate on a task over a period of time without being distracted.

EDUCATION AND EXPERIENCE REQUIRED:

The above knowledge, skills and abilities are typically acquired through high school graduation or equivalent, Graduate of an Interpreter Training Program. (ITP or IPP), Training for working with Deaf Adults who have limited or minimal communications skills. A minimum of five years interpreting experience.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a grade 13 on the state's general pay plan. Full time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts", public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool. Selection procedures to be used in evaluating applicant's qualifications may include an evaluation of the Montana State Application Form; a structured interview; a performance test, and reference checks. Application materials required are as noted below:

1. Current employees of the Montana Developmental Center must submit a Bid Request Form.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632 or to Local Job Service Office. (PD-25. Rev. 05/03.)
3. Any relevant college transcripts, if not currently contained in the personnel file.
4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of application from the general public.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.